



Essential Changes in Function Keys, Functions, and Enhancements

OLD / FROM...		NEW / TO...	
Shortcut / Icon Function		Shortcut / Icon Function	
F7	Enter Query	F7	Clear Block
F8	Execute Query OR Refresh Inbox	F8	Clear Form
F9 	List of Values	Ctrl+L 	F9 function key is not available anymore
Features		Features & Enhancements & Changes	
Data Field Color White or Gray	White - data entry Gray - no data entry	Data Field Color Blue, Yellow, White, and Gray	Blue - query, list of values Yellow - mandatory data entry White - optional data entry Gray - no data entry or auto populates
RPA	<u>4 Pages:</u> <Prev> and <Next> button	RPA	<u>4 Tabs:</u> * Requesting Info * Position Data * Employee and Position Data * Remarks and Address
		Upon login a note pop ups informing you how many RPAs you have in your inbox, if any	
Civilian Inbox		Workflow Inbox	
		<u>Workflow Inbox/Worklist:</u> * Simple Search * Advanced Search * Saving Search Requests * Notifications to request more info * Batch Routing	
Change Password	Under 'Special' in the Main Toolbar	Change Password	Under 'Edit' - Preferences in the Main Toolbar
Sign On Again	Under 'Special' in the Main Toolbar	Log on as a Different User...	Under 'File' in the Main Toolbar - CURRENTLY NOT ENABLED
Switch Responsibility	Under 'Special' in the Main Toolbar	Switch Responsibility...	Under 'File' in the Main Toolbar
Print RPA	Upon submitting the print request Under 'Help' - View My Request in the Main Toolbar	Print RPA	Upon submitting the print request Under 'View' - Requests in the Main Toolbar

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